

SPECIAL SERVICES

Health and Welfare

Reporting Serious and Unusual Incidents

This regulation supersedes Regulation 2608.1.

I. PURPOSE

To establish procedures for reporting information associated with serious and unusual incidents that affect schools.

II. DEFINITION OF SERIOUS INCIDENT

A serious or unusual incident involving students is any occurrence that threatens the safety and security of students, employees, or property or that disrupts the instructional program or school activity. Serious incidents are those that create an emergency and need to be reported immediately. Such incidents include, but are not limited to, incidents involving alcohol or other drugs, accidents resulting in death or serious injury, fires, suicide, bomb threats, weapons, and serious criminal activity.

III. REPORTING INFORMATION

- A. Serious school incidents that create an emergency shall be reported immediately by the principal, or his or her designee, to the Office of Security Services, the cluster director, the Office of Community Relations, and the Office of Risk Management. If the incident involves a student, the principal shall make every effort to notify the parents or guardians immediately. At any time a criminal act has occurred or is believed to have occurred against a person or property, the principal shall also notify the police.
- B. The Office of Community Relations is responsible for notifying the chief operating officer, the chief academic officer, the Division Superintendent, and other schools.
- C. When serious incidents create an emergency, the following procedure for reporting incidents shall be followed:
 - 1. The principal, or his or her designee, will notify public safety officials (police or fire and rescue).

2. The principal, or his or her designee, will notify the cluster director and the Office of Community Relations immediately and, when appropriate, the Office of Security Services and the Office of Risk Management.
3. If the incident involves a student, the principal shall make every effort to notify the parents or guardians.
4. The cluster director shall maintain a log of each reported incident and shall notify the chief operating officer.
5. The Division Superintendent, or his or her designee, will notify the Fairfax County School Board.
6. The principal, or his or her designee, in conjunction with the cluster director and the Office of Community Relations, shall determine the need for notifying the school community.
7. A Serious Incident Report (attachment), which can be accessed at <http://fcpsnet.fcps.edu/ocr/crisis/>, will be completed by the principal and forwarded to the cluster director within three working days. This link is available only from computers within the Fairfax County Public Schools network (fcpsnet).

See also the current versions of:

Regulation 2150, Prevention of Violence and Alcohol and Other Drug Use by Students
Regulation 2601, Student Responsibilities and Rights
Regulation 2610, Removal (Suspension, Expulsion, or Exclusion) of Students From School
Regulation 5720, Property Losses
Regulation 5770, Reporting Student Injuries
Regulation 5780, Reporting Procedures for Vandalism, Theft, or Break-in
Regulation 7320, School Evacuation
Regulation 7330, Security of Students and Others at School

Attachment

SERIOUS INCIDENT REPORT

The following is to be completed by the principal and forwarded to the cluster office within three working days.

A. Date and Time of Incident: _____

B. School: _____

C. Person Reporting Incident: _____

D. Description of Serious Incident (include for victim and perpetrator: name, sex, grade level, physical description, and any other identifying information, e.g., make of car):

E. Category of Incident (check one):

- | | |
|----------------------------|---------------------------|
| 1. Alcohol or other drugs | 9. Fire |
| 2. Accident | 10. Hate or violence |
| 3. Abduction or kidnapping | 11. Schoolwide disruption |
| 4. Battery | 12. Sex offense |
| 5. Bomb threat | 13. Suicide |
| 6. Burglary | 14. Theft |
| 7. Explosive device | 15. Vandalism |
| 8. Extortion | 16. Weapon |

F. Others Contacted (e.g., parents, PTA, School Board member, community):

G. Action Taken at the School:

Principal's Signature

Date